



Operations Technical Analyst

Department: Information Systems Technology

EEO Code: 22

Class Code: 1347

FLSA: E

Effective: 01/03/1996

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in performing project management functions for evaluation, selection and implementation of operation software products and other productivity tools; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Provides project management to ensure successful evaluation and selection of software products and other productivity tools; develops implementation plans and controls implementation of selected productivity tools and processes to include creation of necessary procedures and standards; schedules training for staff; performs detailed work flow analysis of all Production Services functions and recommends changes to improve quality of service provided and/or more efficient utilization of system and staff resources; reviews new production systems for approval; works with System Development and other Production Services staff to develop necessary controls to ensure proper verification of reports and files and quickly identify problems as they occur; acts as backup in the absence of Production Services Team Leader as necessary; and performs other duties as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of computer operation functions and processes including all operating systems utilized and automation productivity tools; of systems configurations both hardware and software.

Considerable skill in effective communication, both oral and written; in project management and analysis.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in computer science or related field and three years data processing experience including one year experience in analysis and project management; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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